



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY ORDNANCE MISSILE AND MUNITIONS CENTER AND SCHOOL**  
**REDSTONE ARSENAL, ALABAMA 35897-6000**

REPLY TO  
ATTENTION OF

ATSK-CMT (600)

**JUL 18 2001**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 01-05, Equal Opportunity (EO) Complaint Procedures

1. Purpose. To establish EO Complaint Procedures.
2. Reference AR 600-20, 15 July 1999.
3. Applicability. To all personnel and organizational elements assigned or attached to the US Army Ordnance Missile and Munitions Center and School (OMMCS)/59<sup>th</sup> Ordnance Brigade. The following applies:
  - a. Anyone who believes he/she is a victim of discrimination or sexual harassment may file an EO complaint. Complaints can be submitted in two forms - informal or formal, both will be equally important. An individual may file a formal complaint by submitting a sworn statement on DA Form 7279-R (EO Complaint Form).
  - b. The chain of command has the primary responsibility for processing complaints of discrimination and sexual harassment. It is the goal of this command to resolve EO complaints at the lowest level possible. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with the unit or department chain of command, alternative agencies should exist through which a complaint may be processed (see DA Poster 600-4, Jan 2000). Civilians who have a complaint should follow the complaint procedures as outlined in AR 690-600, or contact an Equal Employment Opportunity (EEO) counselor.
  - c. Commanders will report all formal EO complaints to the Brigade EOA within 24 hours; likewise, all sexual harassment or misconduct complaints (formal or informal) must be forwarded through the chain of command to the battalion commander within 24 hours of the occurrence.

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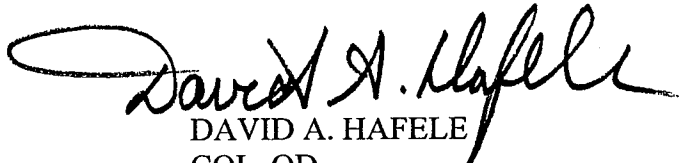
Supersedes Policy Letter 01-11, Equal Opportunity and Sexual Harassment Complaint Procedures, 5 Mar 01

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d. The chain of command, whether military or civilian, will ensure that all individuals within this command have the right to present a complaint without fear of intimidation, reprisal, or harassment IAW the Military Whistleblowers Protection Act, paragraph 5-12 and DoD Directive 7050-6.

4. The OMMCS/59<sup>th</sup> Ordnance Brigade strives to set the standards in all areas of fair treatment; therefore, we all must take a proactive role in preventing and eliminating discrimination and sexual harassment. As an awareness tool in the prevention and elimination of discrimination and sexual harassment, I encourage all commanders and department directors to take a proactive role by incorporating a related topic (discrimination or sexual harassment) into the section or unit weekly safety briefings.



DAVID A. HAFELE  
COL, OD  
Commandant

DISTRIBUTION:

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